

# FACULTY SHARED GOVERNANCE COUNCIL

## AGENDA

Friday, November 14, 2025; 10:30a-12:30p  
Thief River Falls, Room: 619

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1. Call to Order/Additions to Agenda – Adam Paulson
2. Unfinished Business
  - a. Foundation Update – Abdul Chamma (guest)
    - i. Plan to build relationships in EGF/GF
    - ii. New scholarship opportunities
      1. Currently 5 endowments- 3 in EGF and 2 in TRF
      2. Will have more updates on Jan. 1<sup>st</sup>
      3. Alerus Financial reopened their endowment for Liberal Arts – Fall 2026
      4. Bray Family endowment/scholarship – can be used on either campus
      5. Math Counts - Greg Gilbertson- Scholarship \$2,000/year; \$1000 per campus
      6. Bell Bank-Meeting with them the week of Thanksgiving
    - iii. Outreach to faculty for connections to donors
    - iv. Housing Update
      1. Foundation Student Housing Packet was provided by Abdul
      2. 40 students are paid in full, 32 are one month behind, and the rest are behind in rent payments; **TOTAL in housing as of November 2025 =**  
[REDACTED]
      3. The lease agreement is being updated by the Foundation's lawyer. Should be done by Jan. 26<sup>th</sup>
      4. Emergency procedures are being updated in all units
      5. Updates or changes to language are managed by the Foundation's lawyer
      6. Into the future, the Student Housing Packet will be given to all renters upon moving into unit
        - a. Will be put into N-Drive
      7. The Foundation may not currently have formal policies and procedures for student housing.
      8. The board is meeting 11/25/2025 to discuss possible options
        - a. More cameras? More lighting? on-site supervision?
        - b. The Foundation and Northland are responsible for the safety and security of residents in student housing
    - b. Employee Handbook/Faculty Handbook Update on Membership and Timeline – Michelle (See Handout)
      - i. Action- Adam and Brent to provide Michelle with names of faculty members who be contacted to review the document
    - c. Employee Onboarding/Checklist Update – Michelle (See Handout)
      - i. Gave updates on checklist
      - ii. Potential to have new employee orientation
        1. Action- Provide Michelle with feedback on this
    - d. Dec. 5<sup>th</sup> deadline on class Scheduling Timeline – John Fields

- i. Live doc, 12-month calendar, and 52-week calendar made starting July 1<sup>st</sup>
- ii. Will meet on 11/25/2025 and plan to bring updates to next meeting
- iii. Working on a one-pager with Division Chairs

### 3. New Business

- a. Transcript Evaluation Process - Transfer Evaluation Requests of Faculty – Brent and Adam
  - a. Unsure if TES system is working properly
  - b. The MinnState system has class equivalents; Northland needs to create these options in the transcript review process.
  - c. When Transfer Specialist role is filled, many issues will be resolved, but job is not posted yet
    - i. Action- John to check on posting with Michelle
  - d. Position will not be remote and faculty should be included on the search committee.
  - e. Sophia Learning and Straighterline classes should be accepted for credits according to MinnState
    - i. Our health programs will cease accepting Sophia and Straighterline in AY27.
- b. New Hiring Process and Hiring Committee Continuous Improvement – Brent and Adam
  - a. Revamping Process
  - b. Action- Provide Michelle with feedback
  - c. Feedback given:
    - i. Names have been shared for hiring committees and were not contacted
    - ii. Applicant communication is not consistent, and is delayed
      - 1. Timeliness of notification of the process to the applicants is of concern.
    - iii. Need to establish dates for 1<sup>st</sup> and 2<sup>nd</sup> interviews in advance, like we did for the Dean searches this past year.
    - iv. Timeline has been delayed or changed with no notice to applicants
    - v. No lockdown Zoom rooms have been used for interviews; we need to implement the lockdown feature as soon as possible.
    - vi. Need to prioritize having a greeter when applicants arrive for interviews on campus.
    - vii. Having estimated dates for search committee to help plan schedules
- c. High-need Positions of the College – Brent, Adam, Shari
  - a. Faculty Support and Admin Support- Combined positions with one person on each campus would be our goal.
  - b. Marketing position- NCAT/Video Split position has been posted
    - i. To help with marketing gaps and follow-through of ideas
  - c. HR Position
  - d. Director of Advising- Need consistency of supervision for advisers
  - e. Math Faculty plan to post in Spring 26
  - f. Email received after the meeting: Exercise Science/Sports Mgmt; Dir. Of innovative Teaching and Learning

- d. Discussion - Titles/Roles of the Faculty: Dept. Chair, Program Director, Division Chair
  - Adam
    - a. 3 department heads should have a stipend
    - b. Asking for more clarity on titles, compensation and application
      - i. Action- John to bring information to Dean's Council and will report back in January
    - c. Suggestion made to have coaches move to unlimited part-time position status and utilize preferred qualification of a master's degree to teach in a program area
      - i. Suggestion to have a 3-year guaranteed load for coaches
  - e. Wrestling Update – Shari
    - a. Men's and Women's teams are to have separate coaches
    - b. Women's coaching position is posted
    - c. The goal is to have enough competitions for each team to qualify for national seeding
  - f. Faculty Professional Development Plans (PDP) – Due Nov. 1<sup>st</sup>, Page 23 of the handbook, no reminders were sent – Adam
    - a. Faculty may submit their PDPs late and should not be penalized
    - b. Many of the faculty want to be notified by email
  - g. APR Committee – Question Dean Involvement
    - a. The group should be condensed to avoid too many participants
    - b. Discussed adding one dean to the APR committee
    - c. APR Committee will discuss this further
    - d. Co-Curricular Assessment to be discussed at VP meeting.
  - h. Cost Center Owner Discussion – Brent
    - a. Confusion was caused by Joseph's email
    - b. Kalen wants to meet with cost center managers, but needs contact list
    - c. ISRS has not been updated yet to give names of current managers
    - d. Action- Kalen to send a clarifying email – Budget Contract Person, not Owner
  - i. 'DoE approval delays' – Brent
    - a. Program changes have been delayed; AASC deadline of Feb. 2026 may need to be extended
    - b. John F. to discuss with Julie R. and Karleen to create awareness of this situation
    - c. People are looking for deadline flexibility

#### 4. Open Discussion

- a. Admin Schedule
  - i. Where is admin located each day?
- b. Travel Expenses – intercampus travel
  - i. Action Kalen to bring updated travel expenses for Fall to next meeting
- c. Giving Tree Coat Drive – Shari
  - i. Over 60 students need winter coats
  - ii. Trees with gift tags of students in need are found on both campuses
  - iii. Action- Consider giving a coat to a student in need
- d. Winter Needs Drive – Lynette Neppel
  - i. Boxes are on both campuses to help students
  - ii. Items in need: personal hygiene items, can goods, fresh eggs, hats, gloves, mittens
- e. T-4 Event Issues

- i. More chaperones are needed
  - 1. Some chaperones left their kids alone or are distracted on their phones the entirety of their time on campus
- ii. Is T-4 a valuable event to continue sponsoring in EGF?
- iii. There are too many people in groups to fit in rooms
- iv. Questioned if the event is worth the work and the money the college puts into it?
- v. Is it mandatory that faculty and staff participate?
- vi. Northland needs to communicate expectations to chaperones and districts before events
- vii. How do faculty manage the cost of activities per department?
- viii. Action: T-4 Report by Maura, December 2025 FSGC meeting

## 5. Ongoing Items:

- a. Policy/Procedures
- b. Minnesota State Update
- c. MSCF Update
- d. Organizational Chart

## 6. Adjournment

## 7. Mark your calendar:

- a. **Ribbon Cutting – EGF; November 20<sup>th</sup>**
- b. **Experience Aerospace – TRF; November 20<sup>th</sup>**

### Attendance Roster

<input type="checkbox"/> x Deb Beland	<input type="checkbox"/> Michelle Benitt	<input type="checkbox"/> x Shari Olson
<input type="checkbox"/> x Jeff Bell	<input type="checkbox"/> x Kalen Wiseth	<input type="checkbox"/> x Adam Paulson
<input type="checkbox"/> x Tracy Boman	<input type="checkbox"/> x Jack Hanson	<input type="checkbox"/> x Linda Samuelson
<input type="checkbox"/> x Brent Braga	<input type="checkbox"/> x David Lovly	<input type="checkbox"/> x Rick Simon
<input type="checkbox"/> x Erin Bulger	<input type="checkbox"/> x Lynette Neppel	<input type="checkbox"/> x Joel Ziegler
<input type="checkbox"/> x Caleb Curfman	<input type="checkbox"/> x Bobbie Taylor	<input type="checkbox"/> x Topanga Brown (recorder)
<input type="checkbox"/> x John Fields		

Guest:

x Abdul Chamma